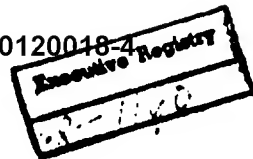


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# House of Representatives, U.S.

SUBCOMMITTEE ON POSITION CLASSIFICATION  
 OF THE  
 COMMITTEE ON POST OFFICE AND CIVIL SERVICE  
 Washington, D.C. 20515



MAR 7 1968

Honorable Richard Helms  
 Director  
 Central Intelligence Agency  
 Washington, D. C. 20505

Dear Mr. Helms:

Pursuant to section 8 of H. Res. 209, the House Post Office and Civil Service Committee voted to conduct a study of civilian position classification systems in the Executive Branch of the Federal Government. The study is to be undertaken during the second session of the 90th Congress.

Certain responsibilities for the conduct of the study have been assigned to the Position Classification Subcommittee, of which I am Chairman. The Subcommittee plans to conduct its assigned parts of the study in cooperation with the departments and agencies responsible for the administration of the various classification plans and employee organizations having members subject to the plans.

The objective of the study is to determine whether the Federal position classification systems are meeting the needs of the Federal Government, as intended by the legislation establishing them; are well administered; are equitable to the employees affected, to the Government as an employer, and to the taxpayers.

The study will require the Committee staff to inquire into the history and background leading to the establishment of each position classification system; the procedures and operations involved in the application of each system; the maintenance of each system; the views of administrators and employees concerning the usefulness and the adequacy and fairness of each system.

It is obvious that to meet the responsibilities involved in a study of this scope, the cooperation and assistance of the departments and agencies and employer organizations will be needed. Therefore, I am requesting that you designate a person responsible to you to act as liaison with the Committee staff, in providing information and assistance on matters affecting your department, during the conduct of the study. Please notify the Committee as soon as possible who your liaison will be.

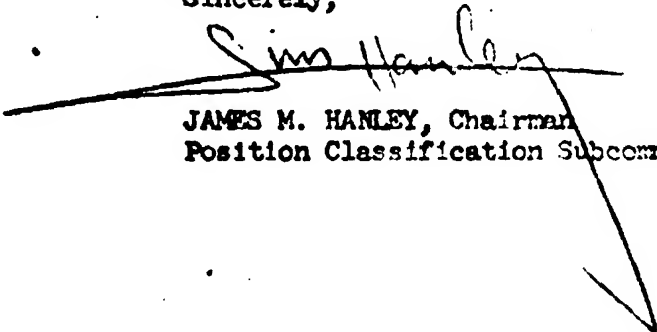
Honorable Richard Helms - 2

Notification should be directed to Mr. Joseph E. Winslow, Staff Consultant, Committee on Post Office and Civil Service, Room 207 Cannon House Office Building, Washington, D. C. 20515.

The Post Office and Civil Service Committee desires to conduct the study in such a manner that the resulting findings and recommendations will form a sound basis for updating and improving Federal position classification systems to meet present and foreseeable needs of the Government.

The cooperation and assistance of you and your agency as needed in the conduct of the study will be deeply appreciated.

Sincerely,



JAMES M. HANLEY, Chairman  
Position Classification Subcommittee

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RECEIVED

<b>TRANSMITTAL SLIP</b>		DATE 15 March 1968
TO: Office of Legislative Counsel		
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REMARKS:  <i>to JON</i>  <i>[Signature]</i>		
FROM: EO-DD/S		
ROOM NO. 7D-24	BUILDING Hqs,	EXTENSION
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)